



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



March 1, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

SPECIAL ENFORCEMENT BUREAU REPLACEMENT PROJECT
GRADING AND SITE WORK
ADOPT, ADVERTISE, AND AWARD C.P. 77397
(DISTRICT ONE) (3 VOTES)

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Authorize the Sheriff to manage the Special Enforcement Bureau (SEB) Replacement Project.
2. Adopt plans and specifications, (C.P. 77397) for Phase I of the grading and site work at the Biscailuz Recovery Center (BRC), to provide parking for the relocation of SEB at an estimated construction cost of \$3,271,000. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received on March 29, 2005, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).
3. Instruct the Sheriff to seal and file a set of plans and specifications.
4. Authorize the Sheriff to issue an award memorandum; execute a contract in the form previously approved by County Counsel; award a contract to the lowest responsible and responsive bidder within the cost estimate criteria adopted by your Board; and approve the Faithful Performance and Labor Materials Bonds filed by the Contractor.

A Tradition of Service

The Honorable Board of Supervisors

March 1, 2005

Page 2

5. Authorize the Sheriff to execute any change orders arising out of the project up to a maximum of \$150,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will initiate the bidding process for grading and site work to complete the refurbishment at the vacated BRC for the relocation of SEB. The adopt, advertise, and award process is recommended to expedite the completion of the project so that SEB can vacate East Los Angeles Civic Center and not impact ongoing construction activities currently being performed at the Civic Center. The proposed construction is scheduled to be substantially completed by June 2005. SEB is scheduled to vacate the Civic Center by August 2005.

On April 10, 2003, your Board awarded an architect/engineer services agreement to Kajima Associates Inc., for design of the SEB Replacement Project, which involved construction of a new 35,000 square foot SEB building to be located at BRC. On June 1, 2004, your Board approved the revised project scope, which relocated SEB's operations from East Los Angeles Civic Center to BRC by refurbishing existing buildings to meet space and code requirements. In addition, your Board authorized the Sheriff's Department to manage the project while maintaining the project budget of \$9.56 million previously approved by your Board.

Currently, construction drawings have been reviewed and approved by the Department of Public Works, Building and Safety Division, for the grading and site work. In addition, the Sheriff's Department is moving forward by using County agreement vendors for the hazardous material abatement and demolition of various structures to accommodate the site improvements.

The recommended action will authorize the Sheriff to award a construction contract to the lowest responsive and responsible bidder. The recommended criteria to award is if the lowest responsive and responsible bid submitted does not exceed 10 percent of the estimated construction cost of \$3,271,000. If the lowest responsive and responsible bid submitted exceeds 10 percent or more, above the estimated construction cost, the Sheriff's Department will return to your Board with further recommendations for construction contract award.

A change order contingency fund of \$150,000 will be established to address unforeseen conditions resulting from the grading activities. Approval of the recommended actions will authorize the Sheriff to execute project change orders up to a combined maximum of \$150,000. No expenditures from this contingency fund will be made without the Chief Administrative Office's review and authorization. If unforeseen conditions warrant further change orders above the combined maximum of \$150,000,

the Sheriff's Department and Chief Administrative Office will return to your Board with recommendations to approve each change order.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goals #1, Service Excellence; #3, Organizational Effectiveness; and #4, Fiscal Responsibility. The relocation of SEB from East Los Angeles Civic Center and the proposed relocation of the Training Bureaus to BRC will establish a centralized area for Homeland Security Training and Response. The close proximity of the Biscailuz facility to the Fire Department's Headquarters and Emergency Operations Center, Sheriff's Headquarters, County's EOC, Sheriff's Main Communications Center, and Laser Village offers great potential for creating a regional training center for multi-agency/multi-discipline training and coordinated response.

FISCAL IMPACT/FINANCING

The fair construction cost without contingencies for the base contract is \$3,271,000. A change order contingency fund of \$150,000 is included in the project budget to address unforeseen conditions resulting from the grading activities.

Sufficient funds are available in the 2004-05 Capital Project Budget under C.P. 77397 to accommodate the contract award up to 10 percent above the base contract, not to exceed \$3,598,100, should the lowest responsible and responsive bid come in higher than the estimated base contract.

The project schedule and budget summary are shown in Enclosure A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract, in the form previously approved by the County Counsel, will be used. The standard Board-directed clauses that provides for termination, renegotiation, hiring qualified displaced County employees, GAIN, and Child Support Compliance will be included.

The contract contains provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the contract stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

The contractor will be in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

ENVIRONMENTAL DOCUMENTATION

On November 30, 2004, your Board approved the Mitigated Negative Declaration prepared by David Evans and Associates.

CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

The Sheriff's Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this construction contract as this contract is for non-Proposition A services.

Participation of the Community Business Enterprises in the project will be encouraged through Public Work's Capital Projects CBE Outreach Program and by monitoring the good faith efforts of our bidders to utilize CBEs.

As requested by your Board on February 3, 1998, the contract opportunity will be listed on the County web site upon the Board's approval.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

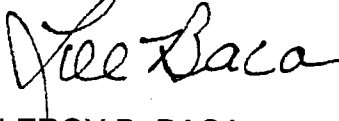
The Sheriff's Department will take the appropriate measures to minimize any impacts on Sheriff's operations during construction and relocation.

The Honorable Board of Supervisors
March 1, 2005
Page 5

CONCLUSION

Please return one (1) adopted copy of this letter each to the CAO (Capital Projects Division) and the Sheriff's Department (Facilities Planning Bureau).

Sincerely,

A handwritten signature in cursive script that reads "Leroy D. Baca".

LEROY D. BACA
SHERIFF

A handwritten signature in cursive script that reads "David E. Janssen".

DAVID E. JANSSEN
Chief Administrative Officer

March 1, 2005

ENCLOSURE A

**SPECIAL ENFORCEMENT BUREAU REPLACEMENT PROJECT
APPROVE PROJECT SCOPE REVISION AND AWARD AGREEMENTS
C.P. 77397**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Completed Activities Date
Needs Assessment	10/30/00	10/30/00
Feasibility Study and Site Analysis	11/27/02	11/27/02
Project Program	11/27/02	11/27/02
Design		
Contract Execution	05/19/03	05/19/03
Project Rescope	-	
Construction Document Submittal		
SEB	12/07/04	12/21/05
Academy	12/07/04	-
Jurisdictional Approval		
SEB	01/07/05	02/03/05
Academy	01/07/05	-
Bid and Award Grading Contract	04/04/05	
Construction		
Substantial Completion -(SEB)	06/30/05	
Substantial Completion -(Academy)	09/30/05	
- Acceptance	10/21/05	

II. PROJECT BUDGET SUMMARY

Budget Category	Approved Project Budget 11/30/04	Cost Impact	Proposed Project Budget
Relocation Costs	100,000	0	100,000
Construction			
• Demolition	500,000	(200,000)	300,000
• Construction (SEB) Phase I	3,582,322	327,000	3,598,100
Grading & Site Improvement			311,322
Building Refurbishment			1,916,148
• Construction (Academy) Phase II	1,916,148		
Change Order			
• Change Order (SEB) Phase I	426,532	(127,000)	299,532
• Change Order (Academy) Phase II	191,615	0	191,615
Subtotal	\$6,616,617	0	\$6,616,617
Construction Complete			
• Heliport	500,000		500,000
• East LA Dispatch Lobby	50,000		50,000
Subtotal	\$550,000	0	\$550,000
Equipment	250,000	0	250,000
Plan and Specifications			
• Feasibility Study/Site Assessment	124,850	0	124,850
• Program Revision	30,000	0	30,000
• Design & Construction Admin	561,917	0	561,917
Subtotal	\$716,767	0	\$716,767
Consultant Services	125,267	0	125,267
Miscellaneous Expenditures	580,000	0	580,000
Jurisdictional Review & Plan Check	60,000	0	60,000
County Services	484,289	0	484,289
TOTAL PROJECT COST	\$9,565,940	0	\$9,565,940

March 1, 2005

ENCLOSURE B

INSTRUCTION SHEET FOR PUBLISHING LEGAL ADVERTISEMENTS

**SPECIAL ENFORCEMENT BUREAU REPLACEMENT PROJECT
GRADING AND SITE WORK**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code, Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Facilities Planning Bureau, Administrative Services Division, Los Angeles County Sheriff's Department, 1000 South Fremont Avenue, Unit 36, Alhambra, California 91803.

Time limitation: To open bids on March 29, 2005.

OFFICIAL NOTICE INVITING BIDS

Notice is hereby given that the Director of Facilities Planning Bureau, Administrative Services Division, Los Angeles County Sheriff's Department will receive sealed bids for the grading and site work to complete the refurbishment at the vacated Biscailuz Recovery Center for the relocation of the Special Enforcement Bureau.

SD	PROJECT	BID DOC FEE	DATE OF BID OPENING
1	SEB Replacement Grading and Site Work	\$100.00	March 29, 2005

The Bid must be submitted on the required forms (included in the bid package), sealed, and filed at the Los Angeles County Sheriff's Department, Facilities Planning Bureau, 1000 South Fremont Avenue, Unit 36, Alhambra, California 91803 before 11:00 a.m. on March 29, 2005. The Bid must include proof that the bidder has a valid Class B contractor's license at the time of the bid submittal. Bids will be publicly opened, examined, and declared by the Sheriff's Department at 11:00 a.m. on this date in Conference Room A, at the Alhambra Facility, 1000 South Fremont Avenue, Building A-9 East, 5th Floor North, Alhambra, California 91803.

All work shall be completed in accordance with the Plans and Specifications on file and available for inspection at the Los Angeles County Sheriff's Department, Facilities Planning Bureau, 1000 South Fremont Avenue, Alhambra, California 91803. All work performed by the successful Bidder must be completed by a contractor who maintains a valid Class B contractor's license. Pre-bid questions regarding the bid package, plans and

specifications shall be directed to Mr. Joe Cruz, at (626) 300-3015. Copies of the Plans and Specifications may be obtained from the Facilities Planning Bureau for a fee of \$100.00, which is refundable to the Bidder upon return of the full set of plans and specifications.

The successful Bidder will be required to submit a Performance Bond equal to 100% of the total Contract sum and will be required to submit satisfactory evidence of insurance that complies with the Insurance Coverage Requirements of the Contract.

All persons performing the work shall be paid not less than the General Prevailing Wage Determination prepared by the Director of Industrial Relations pursuant to the California Labor Code. Copies of these wage rates are available at the Los Angeles County Sheriff's Department.

The Bid must provide full disclosure of False Claims Act violations, labor law/payroll violations, debarments, and civil/criminal legal actions as provided for on the forms included as part of the Proposal. Failure to complete these forms may result in a determination that the Bidder is non-responsive and/or not responsible.

The Contract, if awarded, will be awarded to the lowest responsive and responsible Bidder; however, the County reserves the right to reject any and all Bids or to waive technical errors and discrepancies in Bids submitted if in the public's best interest.

A responsible Bidder is a Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is the County's policy to conduct business only with responsible contractors.

The successful Bidder will be required to fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees and comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Contract. Failure to comply may be cause for termination of the Contract or initiation of debarment proceedings.

PRE-BID CONFERENCE (JOB WALK)

The Sheriff's Department will hold a pre-bid conference (Job Walk) at 10:00 a.m. on March 17, 2005, at 1060 North Eastern Avenue, Los Angeles, California 90022 to provide information on the project, project plans and specifications, the bidding process, and to answer any questions that any perspective proposers may have.

OTHER INSTRUCTIONS

The contractor shall make good faith efforts, as defined in Section 22000 of the Public Contract Code relating to contracting with Community Business Enterprises.

Para mas informacion con relacion a esta noticia, por favor llame el numero de (626) 300-3015. Nuestras horas de oficina son de 7:00 a.m. a 4:30 p.m., Lunes a Viernes.



Upon 72 hours notice, the Department may provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra, California (1000 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 4:30 p.m.

Con 72 horas de noticia, el Departamento puede proveerle informacion y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Ademas, de documentacion sobre el programa esta disponible en nuestra oficina principal en Alhambra (1000 South Fremont Avenue), la cual es accessible para individuos con incapacidades. Para solicitar adaptaciones, SOLAMENTE, o para mas informacion del ADA, por favor llame nuestro Coordinador del ADA del departamento a (626) 458-4081 o TDD (626) 282-7829, Lunes a Jueves entre las horas de 7:00 a.m. a 4:30 a.m.

The County supports and encourages equal opportunity contracting.

By the order of the Board of Supervisors of the County of Los Angeles, State of California,

Dated: March 1, 2005.

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES